

BUREAU OF CENSUS AND STATISTICS.

NATIONAL REGISTER

CENSUS OF MEN.

INSTRUCTIONS FOR CODING THE PARTICULARS ENTERED
ON THE LEFT HAND SIDE OF THE
PERSONAL (GREY COLOURED) CARD.

A CODE NUMBER IS TO BE INSERTED FOR THE WRITTEN REPLY TO EACH QUESTION (except Nos. 4 and 6) in order that the information supplied may be transferred in code to punched cards for subsequent sorting and counting by electrical tabulating machinery.

The code number must be written IN BLACK INK in the column provided at the right hand side of the reply.

It is essential that the CODE NUMBERS SHOULD BE ENTERED ACCURATELY AND LEGIBLY on the Census cards so that the punching machine operators can complete their part of the work satisfactorily and expeditiously.

No alterations are to be made to the replies given to the questions on the card except as provided in these instructions. Every alteration or addition to the replies stated on the card must be "ringed".

In all cases where a code number for the reply to any question cannot be located in the appropriate index the matter should be referred to the section leader. Arbitrary assumptions must not be made for any replies not mentioned in the code index. ADDITIONS TO ANY INDEX MUST NOT BE MADE WITHOUT SPECIAL INSTRUCTION.

Where the term "refer to section leader" is used in these instructions, the coding clerk should enter on his query sheet the particulars to which he desires to direct the attention of his section leader. In such cases, the relevant card or cards must be turned on end to permit of speedy reference by the section leader.

COMMONWEALTH ELECTORAL DIVISION IN WHICH
USUAL RESIDENCE IS SITUATED.

No code is required to be inserted.

The coder should scrutinize the name of the Electoral Division to ensure that all cards in the box being dealt with relate to the correct Electoral Division.

QUESTION 1. - AGE.

SINGLE AGE -- No code is necessary. Where age is stated in years and part of a year, strike out the part. WHERE AGE IS NOT STATED, REFER CARD TO SECTION LEADER.

GROUPED AGE -- The code for the age group should be inserted immediately opposite the single age entry in the column set apart for codes, according to the following code list:-

GROUPIED AGE.

Code	Age last Birthday	Code	Age last Birthday	Code	Age last Birthday
Y	18-19	3	30-34	7	50-54
O	20	4	35-39	8	55-59
1	21-24	5	40-44	9	60-64
2	25-29	6	45-49	X	Not Stated

QUESTION 2. - COUNTRY OF BIRTHPLACE -
(Yourself; your father; your mother).

Insert code number as shown in the Birthplace list referring, where necessary, to the Birthplace Index.

Country of Birthplace of yourself.

Where NO REPLY is given to Question 2, treat as follows:-

Where either parent was born in Australia insert code 08 (Australia undefined).

If a satisfactory reply is given to Question 3 - Nationality - insert code XX (Not Stated) opposite answer to Question 2 - "Country of birthplace of yourself". IN OTHER CASES REFER TO SECTION LEADER.

Country of Birthplace of your father.

Country of Birthplace of your mother.

If no reply is given to either or both of these questions, code XX (not stated).

1. BIRTHPLACE LIST.

AUSTRALASIA.

Commonwealth of Australia--

- 1. New South Wales
- 2. Victoria
- 3. Queensland
- 4. South Australia
- 5. Western Australia
- 6. Tasmania
- 7. Northern Territory
- 8. Australian Capital Territory
- 9. Australia (undefined)
- 10. Norfolk Island
- 11. Papua
- 12. New Guinea (Mandated Territory)
- 13. Nauru (Mandated Territory)
- 14. New Zealand

EUROPE.

- 1. England
- 2. Wales
- 3. Scotland
- 4. Ireland
- 5. Isle of Man
- 6. Channel Islands
- 7. Malta
- 8. Other European British Possessions
- 9. Albania
- 10. Austria
- 11. Belgium
- 12. Bulgaria
- 13. Czechoslovakia
- 14. Denmark
- 15. Estonia
- 16. Finland
- 17. France
- 18. Germany
- 19. Greece
- 20. Hungary
- 21. Italy
- 22. Latvia
- 23. Lithuania
- 24. Netherlands
- 25. Norway
- 26. Poland
- 27. Portugal
- 28. Rumania
- 29. Russia
- 30. Spain
- 31. Sweden
- 32. Switzerland
- 33. Turkey
- 34. Yugoslavia
- 35. Other European Countries

ASIA

- 1. British India
- 2. Ceylon
- 3. Cyprus
- 4. Malay States (Federated)

ASIA--continued

- 53. Malay States (Unfederated)
- 54. Hong Kong
- 55. Straits Settlements
- 56. Other Asiatic British Possessions
- 57. Afghanistan
- 58. China
- 59. Japan
- 60. Java
- 61. Philippine Islands
- 62. Syria (including Lebanon)
- 63. Timor
- 64. Other Asiatic Countries

AFRICA

- 65. Mauritius
- 66. St. Helena
- 67. South African Union
- 68. Other African British Possessions
- 69. Algeria
- 70. Cape Verde Islands
- 71. Egypt
- 72. Other African Countries

AMERICA

- 73. Barbados
- 74. Bermudas
- 75. British Guiana
- 76. British West Indies (n.e.i.)
- 77. Canada
- 78. Jamaica
- 79. Newfoundland
- 80. Other American British Possessions
- 81. Argentine
- 82. Brazil
- 83. Chile
- 84. Cuba
- 85. Mexico
- 86. Paraguay
- 87. Peru
- 88. United States of America
- 89. West Indies (n.e.i.)
- 90. Other American Countries

POLYNESIA

- 91. Fiji
- 92. Friendly Islands
- 93. Solomon Islands
- 94. Other Polynesian British Possessions
- 95. Hawaiian Islands
- 96. New Caledonia
- 97. New Hebrides
- 98. Society Islands
- 99. Other Polynesian Islands

OTHER

- YY. At Sea
- XX. Not Stated

QUESTION 3.- NATIONALITY.

Insert code number for the reply or replies given, in accordance with the following list:-

Code No.	Nationality	Code No.	Nationality	Code No.	Nationality
01	BRITISH--		FOREIGN (Contd.)		FOREIGN (Contd.)
02	Natural Born ..	15	Chinese ..	28	Polish ..
02	Naturalized (date or place stated) ..	16	Czechoslovakian	29	Portuguese ..
03	(date or place not stated)..	17	Danish ..	30	Rumanian ..
	FOREIGN -	18	Dutch ..	31	Russian ..
10	Afghan ..	19	Finnish ..	32	Servian ..
11	Arabian ..	20	French ..	33	Spanish ..
12	Austrian ..	21	German ..	34	Swedish ..
13	Belgian ..	22	Greek ..	35	Swiss ..
14	Bulgarian ..	23	Hungarian ..	36	Turkish ..
		24	Italian ..	37	U. S. America ..
		25	Japanese ..	38	Yugoslavian ..
		26	Mexican ..	39	Other ..
		27	Norwegian ..	XX	(iii) NOT STATED

Where no reply to question 3 is given insert code number for nationality corresponding to the reply stated to question 2 "country of birthplace of yourself".

All persons born in any British Dominion, Colony or Protectorate are to be entered as British nationality. IN OTHER CASES, REFER TO SECTION LEADER.

QUESTION 4.- CONJUGAL CONDITION.

Replies to this question do not require a code.

If an X has been placed in the square relating to WIFE in answer to question 5. "Dependent relatives," place an X in red ink in the square MARRIED. IN OTHER CASES REFER TO SECTION LEADER.

QUESTION 5.- DEPENDENT RELATIVES.

(i) Father, Mother, Wife:

Where X (or any other indicative marking) has been stated in any of the three squares relating to FATHER, MOTHER, WIFE, use the following code list and insert the appropriate code at the RIGHT-HAND side of the square relating to WIFE.

1. Wife only
2. Father only
3. Mother only
4. Father and Mother
5. Father and Wife
6. Mother and Wife
- X. No reply,

but where the reply given to question 4. indicates that the returner is married, insert code 2. IN OTHER CASES, REFER TO SECTION LEADER.

(ii) Number of children under 16 years:

(iii) Number of other dependent relatives:

No code is necessary, unless a reply is not stated.

Where no reply is given insert code "X" on the lines provided for the replies.

/ QUESTION 6.

QUESTION 6. - GENERAL HEALTH.

No code is necessary if reply is given.

Where no reply is given insert code "X" at the RIGHT-HAND side of the square relating to "Indifferent".

QUESTION 7. - DISABILITIES.

Code the replies given according to the following list:-

- 0 Answer indicating no disabilities.
- 1 Loss of one hand (or arm)
- 2 Loss of both hands (or arms)
- 3 Loss of one foot (or leg)
- 4 Loss of both feet (or legs)
- 5 Blind - one eye
- 6 Totally blind
- 7 Deaf and Dumb
- 8 Other major disabilities
- 9 Minor disabilities
- X No reply given, code X (not stated)

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REVISED INSTRUCTIONS FOR CODING QUESTION 7 OF THE PERSONAL CARD

1. The Code list previously given is to be cancelled, and the following Code + List substituted:

Code the replies given according to the following list:-

0. Answer indicating no permanent physical disabilities.
Loss of, or substantial loss of the use of -
 1. One hand (or arm).
 2. Both hands (or arms).
 3. One foot (or leg).
 4. Both feet (or legs).
 5. Blind or almost blind in one eye.
 6. Blind or almost blind in both eyes.
 7. Deaf and dumb.
 8. Other major permanent physical disabilities.
 9. Other minor permanent physical disabilities.
 - X. No reply given, code X (not stated).

2. A large number of answers given to this question appear to relate to "State of Health", not to permanent physical disabilities of the kinds indicated on the card, viz. - "blind", "deaf", "dumb", "crippled", "otherwise maimed". Such answers are relevant to Question 6, therefore, but not to Question 7.

Unless the facts indicated fall within the above categories (e.g. "blind", "paralysed", etc.), or are closely related thereto (e.g. "very bad eyesight", "disabled arm", etc.) the answer should be disregarded as an answer to Question 7, and should be coded "0" = no disabilities. Reference should be made to Question 6, however, to verify the correctness of the answer given thereto. The answer to Question 6 should be corrected if necessary.

3. The following interpretations of cases that have been submitted are given as a rough guide for future action.

Answer Irrelevant to Question 7.
(Code "0" and verify answer to Question 6).

Parkinsons disease (Bad)
Gassed at War (Bad)
Coronary Sclerosis (Bad)
Spots in left lung showing signs T.B. (Bad)
Gastric ulcer (stomach) (Bad)
Diabetes (Bad)
Stomach ulcer - 57 years of age (Indifferent)
Enlarged spleen due acute dysentery (in Mesopotamia with B.E.F.) (Indifferent)
Leaky valve of heart (Bad)
Mustard gas from late War (Bad)
Operation on lung
General and cardiac neurosis (Bad)
General debility (50 years old)
Spondalitis - gastric ulcer (Bad)
Asthma
Epileptic (mild)
Discharged unfit for military service C.M.F.
Medically unfit discharged A.I.F.
Heart - War disability (Bad)
Discharged physically unfit Naval Service (41 years of age)

War Pensioner - War injury 1918
Duodenal ulcer (chronic) (Bad)
Recovering from feet operation, temporary disability
Chronic Bronchitis, Palholigal, gall bladder, etc. (Bad)
Bronchial trouble.

Code "1".

(Loss of, or substantial loss of the use of, one hand (or arm)).

Disabled right arm - about one fourth useful
Collapsed muscles of upper right arm due to infantile paralysis
Thumb on right hand missing and hand maimed
Left arm disabled
Permanent disabled right arm
Wastage right arm - bronchial asthma - spondalitis
Lost forefinger - half thumb - half 2nd finger, half 3rd finger left hand

Code "3".

(Loss of, or substantial loss of the use of, one foot (or leg)).
Lost big toe left foot - crushed big toe and first toe right foot.
One leg affected from paralysis and one foot dead through cut with axe.
Infantile paralysis (Right leg)
Infantile paralysis (Left leg)
Lame - contracted muscles right leg
Stiff leg (knee and hip, result T. B. Arthritis)
Split cartilage in left knee.

Code "4".

(Loss of, or substantial loss of the use of, both feet (or legs)).

Incomplete flexibility either leg (War wounds)

Code "5".

(Blind, or almost blind, in one eye)

Removal of left medial meniscus
Right eye - very little vision
Left eye - very little vision.

Code "8".

(Other major permanent physical disabilities).

Deformed right shoulder
Loss of gall bladder prevents following usual occupation
Crippled, result shoulder and leg injuries
Fractured spine
Infantile paralysis

Code "9".

(Other minor permanent physical disabilities)

Bad eyesight
Short-sighted
Weak eyesight
Partially blind
Defective eyesight
Deaf
Deaf (left ear)
Deaf (right ear)
Deaf, slightly
Hard of hearing
Double Optic Neuritis - Epilepsy - double hammer toe (Bad)
Both knees dislocated - now fairly good
Fractured femur of both legs
Gunshot wound in abdomen (War)
Left Foot deformed
Slightly lame right leg - result infantile paralysis
Hernia
Bullet wound right knee joint
Deaf in one ear, suffer from headaches, result of fractured skull

Digestive disorders due to War service
Varicose veins - two legs
Inguinal Hernia
War wound, crest and left arm
Acute Hernia
Fractured Patella - War disability, left Hernia
War injury, right leg
Contraction of fibrous tissues both hands
Slight curvature of spine
Gunshot wound right buttock - neurasthenia otis media
Bad leg also bad side
War pension for knee trouble
Dislocated cartilage right knee
Minor disability right eye - result corneal ulceration
Twenty-five per cent. disability owing to war injuries
Defective eyesight
Gunshot wounds left arm
Left arm slightly impaired (War wounds)
Right ankle joint permanently stiff, result of accident
Broken cartilage knee
Gunshot wound right wrist
Torn ligament right leg
Slight hip disease
Early central cataract in both eyes
Flat feet (51 years old)
Deaf in one ear - have a bad varicosele
Gunshot wound, head
Minor trouble with right knee
Left arm and knee badly injured 1923 - knee still under treatment
Epidemitis, have to wear support belt
Rupture (hernia), 61 years old
Right ankle broken - still slightly weak after 10 years
Shoulder injury, dislocation, not properly set
Ear disease
Suffering from Hemorrhoids
Gas
Lost third and fourth fingers of left hand
Permanent injury to left knee owing to three complete dislocations of the patella
Hammer toes

Roland Wilson
(ROLAND WILSON)
Commonwealth Statistician
P.E.R.D.

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AMENDMENT No. 1.

QUESTION 5: Insert the following additional code
after "6. Mother and Wife":-

7. Father, Mother, Wife.

In last line of instruction amend for the words
"Insert Code 2" read:-

"Insert Code 1".

ROLAND WILSON
Commonwealth Statistician.

BUREAU OF CENSUS AND STATISTICS

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INSTRUCTIONS FOR CODING THE PARTICULARS ENTERED
ON THE RIGHT HAND SIDE OF THE PERSONAL
(GREY COLOURED) CARD.

A CODE NUMBER IS TO BE INSERTED FOR THE WRITTEN REPLY TO EACH QUESTION (except No. 8) in order that the information supplied may be transferred in code to punched cards for subsequent sorting and counting by electrical tabulating machinery.

The code number must be written IN BLACK INK in the code column provided at the right hand side of the reply.

It is essential that the CODE NUMBERS SHOULD BE ENTERED ACCURATELY AND LEGIBLY on the Census cards so that the punching machine operators can complete their part of the work satisfactorily and expeditiously.

No alterations are to be made to the replies given to the questions on the card except as provided in these instructions. Every alteration or addition to the replies stated on the card must be "ringed".

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Where the term "refer to section leader" is used in these instructions, the coding clerk should enter on his query sheet the particulars to which he desires to direct the attention of his section leader. In such cases, the relevant card or cards must be turned on end to permit of speedy reference by the section leader.

Before commencing coding, the Instructions for filling in the Personal Card should be very carefully studied.

QUESTION 8. - GRADE OF OCCUPATION

No code is necessary unless

- (i) a reply has not been given, or
- (ii) an "X" has been inserted in more than one square,
in either of which cases, refer to section leader.

QUESTION 9. - UNEMPLOYMENT

Question 9(a) -

If the answer to Question 9(a) is stated in anything other than weeks, e.g. months or days, convert into weeks by the methods indicated under Question 9(b), and insert appropriate code-number in the code-column. No code is necessary for replies already correctly stated in weeks.

When no answer is given, insert code "99". When the answer "nil" or "0" or "-", etc. is given, code "XX".

Question 9(b) -

Before inserting the code number appropriate to the period of unemployment stated in reply to Question 9(b) the coder should see that the reply to Question 8. - Grade of Occupation is stated as (d) i.e. indicated by an "X" in square numbered 5.

The following code lists should be used :-

CODE FOR PERIOD OF UNEMPLOYMENT

Note: If the period of unemployment is one week or more -

(a) Ignore periods of 1, 2 or 3 days.

(b) Count periods of 4, 5 or 6 days as 1 week.

Periods under one year	Code	Periods of one year and upwards	Code
Less than 1 week	00	12 months ..	52
1 week ..	01	13 " ..	53
2 weeks ..	02	14 " ..	54
3 " ..	03	15 " ..	55
4 " ..	04	16 " ..	56
5 " ..	05	17 " ..	57
6 " ..	06	18 " ..	58
7 " ..	07	19 " ..	59
8 " ..	08	20 " ..	60
9 " ..	09	21 " ..	61
10 " ..	10	22 " ..	62
11 " ..	11	23 " ..	63
12 " ..	12		
13 " ..	13		
14 " ..	14	24 " ..	64
15 " ..	15	25 " ..	65
16 " ..	16	26 " ..	66
17 " ..	17	27 " ..	67
18 " ..	18	28 " ..	68
19 " ..	19	29 " ..	69
20 " ..	20	30 " ..	70
21 " ..	21	31 " ..	71
22 " ..	22	32 " ..	72
23 " ..	23	33 " ..	73
24 " ..	24	34 " ..	74
25 " ..	25	35 " ..	75
26 " ..	26		
27 " ..	27		
28 " ..	28	36 " ..	76
29 " ..	29	37 " ..	77
30 " ..	30	38 " ..	78
31 " ..	31	39 " ..	79
32 " ..	32	40 " ..	80
33 " ..	33	41 " ..	81
34 " ..	34	42 " ..	82
35 " ..	35	43 " ..	83
36 " ..	36	44 " ..	84
37 " ..	37	45 " ..	85
38 " ..	38		
39 " ..	39		
40 " ..	40	46 " ..	86
41 " ..	41	47 " ..	87
42 " ..	42		
43 " ..	43	48 months and over	88
44 " ..	44		
45 " ..	45	Not stated (a)	99
46 " ..	46		
47 " ..	47	Not unemployed (b)	XX
48 " ..	48		
49 " ..	49		
50 " ..	50	Never employed (c)	YY
51 " ..	51		

Notes -

3.

- (a) To be used when the answer to Question 8 is "unemployed" but no answer is given to Question 9(b).
- (b) To be used when the answer to Question 8 is a cross in any square except Number 5 and no answer (or "nil") is given to Question 9(b).
- (c) To be used when this answer is written on the card.

If reply is stated in days - divide by 6 to ascertain the number of weeks.

If reply is stated in months - convert to weeks on the following basis :-

Months = Weeks	Code	Months = Weeks	Code
1	4	04	7
2	9	09	8
3	13	13	9
4	17	17	10
5	22	22	11
6	26	26	12

If reply is stated in months and weeks - add the number of weeks as stated to the number of weeks equivalent to the months stated (see above), and code accordingly e.g. a reply stating unemployed "6 months and 3 weeks" equals 29 weeks for which code 29 should be inserted.

QUESTION 10. - CRAFT OR OCCUPATION AND QUESTION 11. - INDUSTRY

General

Before commencing the coding of replies to these questions, the coder should properly appreciate the distinction between the respective terms, and a careful study is to be made of the "Introduction" printed on page 4 of the 'Classifications of Industries and Occupations'.

The following general instructions relating to the coding of replies to these questions should also be carefully studied.

(i) Arrangement of Classifications.

The coder should first learn the arrangement and full titles of the Orders and Sub-Orders before endeavouring to acquire a general knowledge of the main groupings of the "Classifications of Industries and Occupations".

(ii) Coding from Index.

The codes for Industry and Craft or Occupation must be ascertained from the Alphabetical Index.

(iii) Marking of Index.

It is very important that coders should place a tick () in the alphabetical index for each Industry and Craft or Occupation when the item is used for the first time.

(iv) Industries and Crafts or Occupations not in Index.

When any Industrial or Craft or Occupational term is not included in the index, the card is to be referred to section leader.

(v) Query

(v) Query Sheets.

The query sheets provided are intended to be used freely and there is no reflection on the ability of a coder who frequently refers queries to his section leader. The query sheet serves a dual purpose, viz.

- (a) As each coder is required to code a certain quantity of work per day, a considerable amount of time is saved by coders and section leaders in dealing with doubtful cases, and
- (b) It enables the correct classification of doubtful cases to be circulated to all sections, thus ensuring uniformity of treatment.

(vi) Supplementary Instructions.

From time to time supplements to these instructions will be issued. These supplements will include, e.g. Industries and Crafts or Occupations not in the index; rulings and modification of existing rulings; etc. Each coder will be responsible for correcting his instruction book in accordance with these supplements. The supplements must be kept by him in good order AND MUST NOT BE DESTROYED after the corrections have been carried out.

(vii) Instructions to be retained.

These instructions are to be carefully preserved and all subsequent rulings, and additions to the indexes neatly entered therein. On the completion of the coding operations, all instructions are to be handed in to the section leader.

QUESTION 10. - CRAFT OR OCCUPATION

1. PARTICULARS TO BE CODED. Persons have been directed to state the

- (i) Craft or Occupation in which now engaged and
- (ii) any other skilled crafts or occupations (limited to two) in which they have any special skill or training.

Codes are required for the replies given on all three lines, if the answers given are adapted to coding.

If no reply is given to Question 10(i) refer to section leader. On the other hand, if no reply is given to either questions 10(ii) 1 and/or 2 insert code 4314 - (Occupation not stated).

2. INFLUENCE OF STATUS. Before deciding the code to be given to any particular occupation, reference must be made to the answer given to Question No. 8. - "Grade of Occupation", and to the position or status which the person occupies in his trade or business. The following rules are to be observed :-

(a) PERSONS RETURNING THEIR GRADE OF OCCUPATION AS "EMPLOYER"

If the person shows himself as an "employer" he should be given the "employer" occupational code-number in the Order or Sub-Order corresponding to his Industrial Order or Sub-Order.

In Order 2, Agricultural, Pastoral and Dairying Occupations, and Order 7, Persons engaged in Commerce and Finance, separate codes have been given for employers in certain occupations within those orders and one number assigned to all others not

specifically mentioned. In Order 8, Persons engaged in Professional Occupations, no separate number has been given for "Employer", and employers are therefore coded to their occupation as stated, e.g. Architect, etc. In Order 9, Persons engaged in Entertainment, Sport and Recreation, and Order 10, Persons engaged in Personal and Domestic Service, the following employers are to be coded to their occupation as stated -

Billiard Saloon keeper	Restaurant keeper
Trainer (racehorse)	Tea-room keeper
Bookmaker	Caterer
Professional boxer, wrestler	Hairdresser
Professional golfer	Manicurist
Professional, other sports	Chiropodist
Physical culture teacher	Toilet specialist
Hotelkeeper, publican	Beauty specialist
Boarding-house keeper	Chimney sweep

All others are to be given the code-number assigned to employer, n.e.i. in Order 9 or Order 10.

(b) PERSONS RETURNING THEIR GRADE OF OCCUPATION AS "WORKING ON OWN ACCOUNT"

Except in Orders 2 and 7, where persons working on their own account and not employing labour have been specially provided for under the same heading as "Employers", all such persons are to be coded according to their occupation as stated, and not as "Employers".

(c) PERSONS DESCRIBED AS MANAGERS OR DIRECTORS (BUT NOT EMPLOYERS)

Managers and directors are to be coded to the same occupational order or sub-order as they are for industry, and to the group provided for them in such order or sub-order, except in Order 7, where code-numbers have been allotted to the Managers and Directors of certain types of businesses. Look under "Manager" in the alphabetical index and, if the type of business is not enumerated there, refer to the section leader. The following terms may be regarded for coding purposes as synonymous with Manager :-

Assistant Manager	Managing director
Chairman	Mill manager
Company director	Staff superintendent
Departmental manager	Superintendent
Director	Under Manager
Factory manager	Warehouse manager
Factory superintendent	Works manager
General manager	Works superintendent

(d) PERSONS DESCRIBED AS FOREMEN OR OVERSEERS

Look under "Foreman" in the index; if the term is found there code accordingly, otherwise refer to section leader. It is important to realise that, whereas Employers and Managers are coded to the same occupation order or sub-order as they are for industry, this is not necessarily so with Foreman. For example, a foreman bricklayer working in an iron foundry is coded to Iron and Steel Foundries, Code No. 154 in Sub-Order 5D for Industry, but is coded to Foreman Code No. 2402 in Sub-Order 5S for Occupation.

The following terms may be regarded as synonymous with "Foreman" -

Boss	Overlooker
Charge hand	Overman
Charge man	Overseer
Factory foreman	Store foreman
Factory overseer	Stores foreman
Forewoman	Supervisor
Gaffer	Warehouse foreman
Ganger	Yard foreman
Head man	

(e) PERSONS DESCRIBED AS ASSISTANT FOREMAN,
UNDER FOREMAN

Persons so returned are not to be classed as Foreman, but are to be coded to the occupation stated. Any term mentioned in instruction 4(d), if prefixed by the word "Assistant", would come under this ruling.

3. DEPARTMENTAL STORE MANAGERS AND ASSISTANTS. These must be coded to the department in which they are employed. If the department is not stated, or is not provided for in the list, code to 3247 or 3272 as the case may be.

4. APPRENTICES. These are to be coded to the trade to which they are apprenticed.

5. GRADE OF OCCUPATION.

- (a) All cases where the grade of occupation stated conflicts with the occupation returned must be referred to the section leader, e.g. "Farmers" should invariably be Employers or Working on own account. "Managers and directors" should be "employees" and not "employers". "Labourers" should not be employers or working on own account.
- (b) Clergy and Members of Religious Orders must be treated as "Others" - correct to code No. 6 for Grade of Occupation irrespective of what grade is shown on the card.
- (c) Where a correction is made to "Grade", draw two parallel lines through the original cross (X), and "ring" the new cross (X).

6. OCCUPATIONS APPARENTLY INCONSISTENT WITH AGE, SEX, ETC. The coder must consider whether the code he enters is consistent with the age, sex and circumstances of the individual. He must refer the following cases to the section leader :-

- (a) Males returning occupations almost invariably followed by females only.
- (b) Young persons described as engaged in crafts or occupations inconsistent with their age.
- (c) Persons described as "Employer" in industries nearly always carried on by Companies or municipal or semi-governmental authorities.
- (d) Persons described as working on "Own Account" in businesses which could scarcely be carried on without employees.

REMEMBER! ALWAYS CODE FROM THE ALPHABETICAL INDEX

QUESTION 11. - INDUSTRY

Persons have been directed to state "the branch of industry or profession in which now engaged". The code number appropriate to the reply stated is to be ascertained from the alphabetical index of Industries and inserted in the code column.

7.

Where replies in answer to this question are not given or are stated in a manner which leaves any doubt as to the Industry, Trade, Service or Profession in which engaged refer to section leader.

Refer to section leader any cases for which the Industry, etc. stated does not appear in the alphabetical Index.

REMEMBER! ALWAYS CODE FROM THE ALPHABETICAL INDEX

COMMONWEALTH OF AUSTRALIA

הנִזְקָנָה

14061578

"HOLLERITH"

37/M/201/04

COMMONWEALTH OF AUSTRALIA.

NATIONAL REGISTER.

1357

STATE
2468

Zone

age

Birthplace

Maturity

Conjugal C.

Dependent

Relatives

General Health

Disability

Occupation

Grade

Unemployed

Craft or Occupation

Industry

Lamson, W. Co.

The British Tabulating Machine Co., Ltd.

Record No.

0000000000000000

1111111111111111

2222222222222222

3333333333333333

4444444444444444

5555555555555555

6666666666666666

7777777777777777

8888888888888888

9999999999999999

(a)

(b)

I

II

j

ii

SYSTEM.

16

"HOLLERITH"

WRITE CLEARLY.

COMMONWEALTH OF AUSTRALIA: NATIONAL REGISTER.

SURNAME

CHRISTIAN NAMES

(Block letters.)

USUAL POSTAL ADDRESS

(If away from usual residence when filling in card, give address of usual residence.)

STATE

COMMONWEALTH ELECTORAL DIVISION IN WHICH USUAL RESIDENCE IS SITUATED

1

2

1. Age last birthday..... years.

2. Country of birth of yourself

" " your father

" " your mother

* 3. Nationality—

British, natural born 1

British, naturalized 2

Place and date of
naturalization }

Foreign (state country)

* 4. State whether 1 Never Married 2 Married 3 Widower 4 Divorced

* 5. Dependent Relatives (if any)—Father Number of children under 16 years..... Mother Number of other dependent relatives..... Wife 2

* 6. My general health is Good 1 Bad 2 Indifferent 3

7. If blind, deaf, dumb, crippled or otherwise maimed, state nature of disability—

* 8. GRADE OF OCCUPATION—

(a) Employer of labour other than domestic

1

(b) Working on own account but not employing labour

2

(c) Employee (including apprentices but not sustenance or relief workers)—

{ working at usual occupation

or

{ working at other than usual occupation

3

4

5

6

(d) Unemployed (including Sustenance and Relief Workers)

(e) Others (including pensioners, dependants, "retired", "independent means", &c.)

9. UNEMPLOYMENT—

(a) State total number of weeks unemployed in past 12 months.....

(b) If unemployed now, state period since last employed in any occupation (other than Sustenance or Relief Work) — Months Weeks Days.

10. CRAFT OR OCCUPATION—

(i) State craft or individual occupation in which now engaged—

(ii) State any other skilled craft or occupation in which you have special skill or training—

No. 1.....

No. 2.....

11. INDUSTRY—

State branch of industry or profession in which now engaged—

* Where marked * enter a cross in appropriate square (one square only for each question except No. 5).

Date.....

Signature.....